

**BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND**



**AIR FORCE INSTRUCTION 91-204**

**AIR COMBAT COMMAND  
Supplement**

**2 FEBRUARY 2016**

**Safety**

**SAFETY INVESTIGATIONS AND REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 91-204, *Safety Investigations and Reports*, is supplemented as follows:** This publication gives command procedures for investigating and reporting all Air Combat Command (ACC) mishaps. This supplement applies to all ACC personnel, additionally, this supplement applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) personnel when it is determined the personnel or ARC unit is involved in a mishap in which ACC will be the Convening Authority (e.g. ACC gained Class A Aviation mishaps, TFI mishaps in which ACC meets chapter 4 criteria as convening authority, TFI safety investigation boards (SIB) which ACC convenes, etc.). This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, to HQ ACC Flight Safety Division (HQ ACC//SEF) ([cc.sef@us.af.mil](mailto:cc.sef@us.af.mil)), 175 Sweeney Blvd, Langley AFB VA 23665-2700. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **PRIVACY ACT:** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by EO 12196, 29 CFR 1960, EO 9397, 10 USC 8013, DoDI 6055.07, and AFI 91-204. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3)

number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to HQ ACC Safety Office (HQ ACC/SE) for non-tiered compliance items, in accordance with paragraph 1.2. **Note:** The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does

not infer endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Changes include paragraph renumbering / deletion/ of redundant requirements to align with updated parent instruction. AFI 33-360 and AFI 90-201 tier identification and waiver requirements have been incorporated.

**1. 2. Waivers to this Instruction.** Forward waiver requests through applicable Numbered Air Force (NAF)/U.S. Air Force Warfare Center (USAFWC)/Direct Reporting Unit (DRU) to HQ ACC/SE.

1.2.1. **(Added)** Waivers to this supplement will be requested through the applicable NAF/USAFWC/DRU to HQ ACC/SE, and considered Tier-2 unless otherwise specified in this instruction.

**1.8. Mishap Categories.** Categorization according to this instruction does not dictate who investigates particular mishaps and under what specific guidance they are reported. For instance, engine test cell mishaps are sub-categorized as industrial aviation mishaps in the ground and industrial mishap category; however, it may be more appropriate for flight safety personnel to investigate them but report them through ground AFSAS. Sub-scale RPV mishaps are categorized as aviation mishaps; however they should be investigated IAW AFI 99-151, *Air Launched Munition Analysis Group (ALMAG)* guidelines.

1.8.1.3.4. Manned QF-4/QF-16s are not ACC rate-producing but are included in Air Force manned aircraft mishap rates.

1.8.1.4.1. Guided missiles that exceed their drop criteria will be reported under this category.

1.11.1. **(Added)** To expedite identification, mishap classification and investigation/reporting requirements, when practical, units will borescope damaged aircraft engines and provide as much damage information as feasible to the depot to obtain an accurate and timely repair cost estimate.

2.7.5.1.1. **(Added)** The owning unit safety office will make a telephonic and/or email notification ([acc.se.chief@us.af.mil](mailto:acc.se.chief@us.af.mil)) NLT four hours after learning of a Class A mishap (). Contact the HQ ACC Safety office (DSN 574-8800, commercial 757-764-8800) during duty hours (0730-1700 Eastern Time) and contact the ACC Command Post (DSN 574-1555, commercial 757-764-1555) during non-duty hours. Also provide the report to all intermediate command safety offices using the same procedures and format. Do not delay the notification

for lack of complete information. Note: ACC gained Air Force Reserve Command (AFRC) and Air National Guard (ANG) units will notify their respective MAJCOM Safety Office and comply with the instructions written in paragraph 2.7.1.1. above

2.7.5.1.2. **(Added)** Ensure the director of wing/base medical services (or the designated representative) will make a telephonic notification to the ACC Flight Medicine Branch (HQ ACC/SGPF) within eight hours after learning of a mishap () for Class A aviation mishaps or explosives or missile mishaps involving human factors. Make a report directly to HQ ACC/SGPF (DSN 574-1213, commercial (757) 764-1213) during duty hours (0800-1700 EST); make the notification to HQ ACC/SG Staff Alert Officer through the ACC Command Post (DSN 574-1555) during non-duty hours. Note: If base medical staff/facility is not available, ARC organizations will make every effort to fulfill the intent of this paragraph should there be an ACC gained Class A Aviation mishap in their unit.

2.7.5.1.3. **(Added)** In addition to the above, the following message notifications are required for Class A & B aviation mishaps. The owning unit wing safety staff will assist in the preparation of these notifications.

2.7.5.1.4. **(Added)** A personal telephonic notification to ACC Directorate of Air and Space Operations (HQ ACC/A3), ACC Directorate of Logistics (HQ ACC/A4), HQ ACC/SE and the owning NAF/USAFWC/DRU commander by the appropriate commander (WG/CC or equivalent) NLT four hours after learning of the mishap. Do not delay the notification for lack of complete information.

2.7.5.1.5. **(Added)** The HQ ACC Air Operations Squadron (ACC/AOS) safety officer will make a telephonic notification to HQ ACC/SE within four hours on mishaps involving aircraft being ferried under ACC/AOS movement control (AFMAN 91-223, ACC SUP, *Aviation Safety Investigations and Reports*).

2.7.5.1.6. **(Added)** HQ ACC/SEF and the owning NAF/USAFWC/DRU Safety office will notify their respective staff judge advocates upon determination that an aviation mishap might be a Class A.

2.7.5.1.7. **(Added)** Class B Aviation/Ground Mishaps. The safety office of a mishap unit will make a telephonic/email notification to the owning NAF/USAFWC/DRU safety office using the procedures in paragraph [2.7.5.1.1](#)

2.8.1. **(Added)** The Interim Safety Board (ISB) President or Investigating Officer will: For mishaps involving classified parts or materials, ISB and SIB presidents will consult with CA Safety office who will coordinate with the appropriate MAJCOM agency to ensure timely recovery of any classified materials. In some cases, ISB presidents can expect on-site assistance with the recovery of classified materials. ISB presidents will be coordinated with prior to gaining access to the mishap site and will ensure recovery efforts are appropriately sequenced to minimize any impact to the investigation.

4.2.2.1. **(Added)** Convening Authority Delegation. The convening authority for ACC mishaps is designated in [Table 4.1](#)

**Table 4.1. (Added) Convening Authority Delegation.**

Mishap	Class A	Class B	Class C	Other
Ground (On-Duty) See note 1	COMACC	NAF/USAFWC/DRU	Wing	Wing See note 2
Aircraft	COMACC	NAF/USAFWC/DRU	Wing	Wing See note 2
Weapons	COMACC	NAF/USAFWC/DRU	Wing	Wing See note 2
<p>Notes:</p> <p>1. The convening authority for all off-duty ground mishaps is the nearest ACC unit with a full time qualified ground safety IS0 or 0018. For all Class A and B mishaps, once mishap report is complete in AFSAS, it must be reviewed by the accountable WG/CC, NAF/USAFWC/DRU SEG, and HQ ACC/SEG prior to release.</p> <p>2. Or as directed by ACC/SE.</p>				

4.10.2.1. **(Added)** If the Occupational Safety and Health Administration plans to visit or conduct a separate investigation, provide them a complete in-brief and notify the NAF/USAFWC/DRU Chief of Safety and HQ ACC/SE. HQ ACC/SE will notify appropriate HQ ACC staff agencies and the Air Force Safety Center Ground Safety Division (HQ AFSEC/SEG) within one hour.

5.3.2. TDY expenses for Class A on-duty Safety Investigation Board (SIB) members are the funding responsibility of HQ ACC; each unit will use their own fund cite and will be reimbursed by "after the fact" funding. Include ESP code "EM" in the fund cite. TDY expenses for Class B on-duty SIB members are the funding responsibility of the convening NAF/USAFWC/DRU. TDY expenses for all ground off-duty and Class C investigations are the funding responsibility of the mishap wing. Funding for Air Launched Munition Analysis Group (ALMAG) investigations, depending on the circumstances, will come from either the 53d Wing or the system program office responsible for the munitions item involved in the mishap. Funds will then be reimbursed by the ACC Comptroller (HQ ACC/FM).

5.3.6. **(Added)** Units should advise HQ ACC/SEF and notify the local FMA (Financial Analysis Division) office if unable to provide funds. The local FMA office will, in turn,

contact ACC Base Support (HQ ACC/FMAOS), 216 Sweeney Blvd, Suite 210, Langley AFB VA, 23665-2792, DSN 574-4709.

5.12.7. Recommendations for action agencies above wing level for Class C and below mishaps will be coordinated through the HQ ACC/SEF, HQ ACC/SEG and HQ ACC/Weapons Safety Division (HQ ACC/SEW) as applicable, via e-mail or telephone prior to report submission, to ensure proper agencies are appointed.

6.1.1. Detachments and geographically separated units will receive their aircraft mishap control numbers from the wing-level safety office they are accountable to (i.e., home unit vs. host unit).

**6.5. Briefing Investigation Results.** The SIB will ensure an electronic copy of the final TAB T, TAB Y and the final message arrive at HQ ACC/SEF NLT two work days before the briefing to the Commander, Air Combat Command (COMACC).

6.5.2. All primary SIB members will attend the briefing to COMACC. The SIB president will indicate to COMACC whether there are any minority positions and their subject upon completion of the briefing. The mishap NAF/USAFWC/DRU commander, wing commander or representative and the respective safety offices are invited attend the briefing. Boards may use videos and exhibits to supplement the PowerPoint briefing.

7.5.7.5. **(Added)** Aircraft Class C and below mishap report recommendations will be tracked at the unit level and semiannually report status of open recommendations to the owning NAF/USAFWC/DRU flight safety office. NAF/USAFWC/DRU will provide a report by mission design series of open recommendations to HQ ACC/SEF by January 15th and July 15th of each year. Recommendations from Class A and B aircraft mishap reports will be tracked by HQ ACC/SEF to closure.

7.5.7.6. **(Added)** Missile and explosive mishap report recommendations will be tracked by the convening authority. The convening authority SE office will report the status of Class B and below recommendations to the ACC/SE NLT March 31st and September 30th yearly and immediately upon closure.

7.5.7.7. **(Added)** All Ground mishap report recommendations will be tracked at the unit level. Report status of recommendations semi-annually until closure through the appropriate NAF/USAFWC/DRU to HQ ACC/ SEG.

LAWRENCE A. NIXON, Colonel, USAF  
Director of Safety

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-223\_ACCSUP, *Aviation Safety Investigations and Reports*, 3 April 2014

***Prescribed Forms***

No forms are prescribed by this supplement

***Adopted Forms***

No additional forms are adopted by this supplement

**Attachment 9 (Added)****FLIGHT MISHAP 4-HOUR TELEPHONIC / EMAIL NOTIFICATION FORMAT****Table A9.1. Flight Mishap 4-hour Telephonic / Email Notification Format.**

Do not delay report if all information is not available. Contact HQ ACC/SEF at:  
Phone: DSN 574-8953, Commercial (757) 764-8953

1. Date of Mishap:
  - 1.1. Local Time:
  - 1.2. ZULU Time (GMT):
  - 1.3. Dawn, Day, Dusk, Night:
2. Location of Mishap (Lat/Long Coordinates):
3. Aircraft Involved (MDS, Tail #):
4. Organization of Aircraft (Squadron, Wing, NAF):
5. Mishap Classification (Class A / B):
6. Damage:
  - 6.1. Aircraft:
  - 6.2. Other Government Property:
  - 6.3. Private Property:
7. Personnel Involved:
  - 7.1. Aircrew #1 (Name, Rank, Crew Position, SSN):
  - 7.2. Aircrew #2 (Name, Rank, Crew Position, SSN):
  - 7.3. Other Personnel Involved (Flight Lead, SOF, RSO, etc.):
8. Injuries:
9. Narrative Description of Mishap:
10. Interim Safety Board President:
  - 10.1. Name, Rank:
  - 10.2. Duty Title / Office Symbol:
  - 10.3. Phone Number:
11. Mishap Unit, Wing Commander (Name, Rank):
12. Reported By (Name, Rank, Duty Title, Phone Number):
13. Other Pertinent Information (Status of Rescue Efforts, Description of Location/Crash Site):

**Attachment 10 (Added)****HUMAN FACTORS 8-HOUR TELEPHONIC NOTIFICATION FORMAT FLIGHT AND MISSILE CLASS A MISHAPS****Table A10.1. Human Factors 8-hour Telephonic Notification Format Flight and Missile Class A Mishaps.**

Do not delay report if all information is not available. Contact HQ ACC/SGPF at:  
Phone: DSN 574-1213, Commercial (757) 764-1213.

1. Type Aircraft or Missile:
  2. Date and Local Time of Mishap:
  3. Organization (Squadron, Wing, NAF):
  4. Location of Mishap:
  5. Each Crewmember:
    - 5.1. Name:
    - 5.2. Rank:
    - 5.3. Organization:
    - 5.4. Crew Position:
    - 5.5. Date of Birth:
    - 5.6. Date Current Clearance Expires:
    - 5.7. Medical Waiver (if any):
    - 5.8. Date of Last Medical Care and Reason:
    - 5.9. Last DNIF and RTFS Date:
  6. Significant Medical History from Medical Records Review (Specify Crewmember):
  7. List Injuries (Specify Crewmember):
  8. Responding Medical Personnel (Name and Contact Number):
  9. Prepared By (Name, Duty Title, Phone Number):
- \* Report changes in medical condition of crewmembers following this initial report to HQ ACC Office of Command Surgeon, DSN 574-1213.